Service Project Planning Guidelines

These guidelines can be utilized for all Scouting service projects, not just those for an Eagle Scout service project. The guidelines must not be construed to be additional requirements for an Eagle Scout service project, but they do represent elements that should appear on the Eagle Scout candidate's final project plan from the *Eagle Scout Service Project Workbook*, No. 512-927. The next revision of the workbook will incorporate these guidelines.

Service Project Safety Planning Process

1. **Take the necessary steps.** Define the scope of the project, assess the skill levels of the participants, indicate supervision and discipline needed, identify the equipment and personnel needed (including first-aid kits), and plan for proper tool instruction.

2. **Review the site.** Make sure you know how to get there and have access, where to park, and what the access is for emergency vehicles. Include weather concerns and how to notify local emergency help. Identify overhead and underground utilities. Know which jurisdictional codes and ordinances will apply.

3. **Determine suitable hours in which the service project will be performed.** For example, they could be daylight hours or from 8:30 a.m. to 4:30 p.m., including short rest breaks every two hours, plus lunch with rest period for one hour. It is recommended that service projects do not exceed eight hours per day. Please keep in mind that youth attention spans may be a limitation.

4. **Establish a service project review process.** Monitor work and tool usage, and ensure a leadership review of the project at its conclusion.

Use this section as a checklist for providing details about your service project plans.

Hazard Analysis and Recognition

1. **List possible hazards,** for example, overhead or underground utilities; overgrowth of trees, bushes, and grasses; or the animals, bugs, and reptiles present in the area.

2. **Consider the weather.** What are the forecasted conditions during the time of the project?

3. **Monitor tool usage.** Identify supervision, who has access, the proper handling of tools, and power supplies, etc.

4. **Prepare for emergencies** (access, shelters, weather monitoring, communications).

Tools and Equipment

See Age Guidelines for Tool Use and Work at Elevations or Excavations, No. 680-028, for guidance.

1. List the type and number of hand and power tools necessary for the project and the skills required for their usage.

Tool	Quantity Needed

2. What skill level, training/certification, age, and physical conditions are necessary?

Tool	Age-Appropriate Certification Needed (Adult/Youth)	Training Needed/Completed (Y/N?)

3. List the personal protective equipment (PPE) needed (see Age Guidelines for Tool Use for guidance).

Tool	Personal Protective Equipment (PPE) Needed

4. Check the condition of all tools. Never use tools that are broken, needing repair, or missing safety features.

Tool	Condition–Acceptable?

5. Determine the clearances and barriers needed between users or for specific tools or equipment.

Tool/Work Area	Clearance/Barriers/Safety Circle

6. Where and how will tools be stored?

7. Review the proper use of tools.

Weather Considerations

1. Heat (heat index, periods of work, periods of rest, use of shade, water):

2. Cold stress (wind chill, periods of work, rest, water, heated area):

3. Weather forecasting information and evaluations:

4. List weather emergency procedures (for tornadoes, hurricanes, lightning, etc.) and training/awareness (first-aid kit, trained first-aid personnel). See the Hazardous Weather online training at MyScouting.org.

Health/Sanitation Considerations

1. Health risks to participants (possible problems such as poison ivy, rodents, and mosquitoes):

Check the following:

____ Annual Health and Medical Record forms are available.

____ Participants with allergies or other health risks are identified.

____ Are medications/EpiPens® on hand?

____ Are parental permissions (for youth) secured?

2. Will snacks or foods be available? (List types, where they are positioned, etc.)

Type of Snacks/Foods (Note Allergies)	Where Food Will Be

3. Sanitation needs and provisions (restrooms, hand sanitizers):

4. Will you need sunscreen, insect repellent, etc.?

Assessment and Monitoring

- Who will provide supervision, monitoring of participants? _____
- What conditions will cause a Start, Stop, Continue process to occur?

What will define project success? Why?

If there are any accidents or injuries, complete a BSA Incident Information Report, No. 680-016. Submit it to the council service center as soon as possible. Immediately notify the council service center or Scout executive of any serious incidents requiring emergency or medical response. If there was a near miss, complete a BSA Near Miss Incident Information Report, No. 680-017, and submit it to the council service center.